

Minutes for August 4, 2021 PTCO Board Meeting

6pm in- person and via Zoom

[Join our Cloud HD Video Meeting](https://zoom.us/j/7152273794?pwd=b1llTkFyajcydlI1azFYaFRHRFZFQT09)

Meeting ID: 715 227 3794

Password: w4F3dj

1. Welcome- Meeting began at 6pm.
2. Attendance- Scott, Emily, Faith, Kim, Jennifer, Janella, Katy, Tabitha, Mikayla, and Danielle in person. None virtually.
3. President’s Report
   1. Approve July Board meeting minutes- Not enough reviewed the minutes to vote to approve them.
   2. Executive Board update- In the process of reviewing last year’s folder to include signing each page of last year’s budget. Will give to Jennifer Hughes for third party reviewing afterwards.
   3. Badges- Tuesday photos 7:45-9am.
4. Upcoming Events and Projects
   1. Teacher/PTCO Work Week Luncheon (8/11 from 11:30-12:30pm at Lighthouse)- Scott and Omar will bring tables from ALT to Lighthouse on day of the event, if needed. Waiting for response to verify how many tables are available and if they include linens. Mikayla will place order with PF Changs for pick up at 10:30am that day. Mikayla will confirm they will add sterno warmers, plates, napkins, utensils, etc. and that they give everything needed to eat and serve. Kim/Tabitha will pick up food and bring to venue that day. Janella needs help with set up and tear down. Danielle will place blue handkerchiefs and mason jars with flowers as center pieces (she has these items on-hand). Mikayla has a burlap banner we can use, but we need to get it from her, as she’s not available that day.
   2. Meet-n-Greet (8/12 at 12:30pm, 3pm, and 4:15pm)- We will have a table with a big bowl of candy and some toys on the table. Make sign/get from storage. Edit flyer with year-round fundraisers and email to Scott/Emily to put in folders. Will need to make a sign up with child name, teacher name, grade, parent name, phone number. Register or show that you have already registered to enter raffle. One big raffle. Janella will make sheet to fill out and send to the school to print and we will give t-shirts, antlers, etc. as a raffle prize. Scott will ask Boosterthon to bring out their swag/banners at the meet-n-greet to advertise.
   3. Tissues, Tears, and Treats (8/18 from 8-8:30am)- Kimberly J. will help with the event. Tabitha and Kim will also be there to talk and set up/tear down. Tabitha will update the sign. Tabitha will make the half sheet and print at the school. Scott will get quote from district to provide drinks. Mikayla will pick up cookies from Sam’s club. Mikayla will also be there to help. We already have Hershey’s Hugs and Kisses and tissues. We have napkins, cups, plates in our storage. Emily has eight baskets from her office. Emily will put the Kindergartener teacher names on them.
   4. Carnival (9/3 from 5:30-7:30pm)- Michelle will make, supply, and give out popcorn, but Mikayla will let her know that we have a ton of bags for her. Magic and juggling while doing balloon animals and face painting. For two artists it’s $250/artist. Janella suggests this to help spread out the 930 students, but we will wait to vote on it until we have more bids. Tabitha will check on Jenny’s face painting contact and Katy will check on the face painter from the 4th of July bash. Five food trucks confirmed (three entrée and two dessert). Scott will bring out the blow-up moose. District requires a copy of each vendor’s W9 and request that they will write us into their insurance. Make sure they know that we are a non-profit and offer a copy of our sales tax certificate. Waiting to hear from Mr. Hay if his band will perform. Christine Jones will see about volunteers from CT. Janella will put a feeler out to neighbor Rick if he’s available to DJ. Tabitha/Kim will put out feeler to Boosterthon to see if they can DJ. Faith will set up carnival tickets on RevTrak for pre-sales. Deadline for pre-sale tickets is August 31st. Advertise credit card only at the door (Mikayla will have square that night). Need some parent volunteers for prize booth. $10/ticket pre-sale or $12/ticket at the door and credit card only. Only need tickets for school-aged kids. Danielle has details for social media advertising and will tag PTCO when posting.
   5. Boosterthon (9/9 all day)- Michelle will provide and hand out popsicles. Scott will send out the schedule. Encourage spectators to bring chairs. No need for volunteers. Can grab spectators to mark t-shirts, if needed. Scott will shave a moose into his hair and Emily will spray color her hair. Janella offered hair help. Danielle will take pictures. $200/class or $700 for the highest raising grade and $100/class or $700/grade for most pledges as incentives. Present board members unanimously voted in favor of this incentive. Joanie is working on banners/sponsors to sell spot for $200.
   6. Moose Garden- Mulch coming on August 17th and will cover the entire area. Scott and Emily placed landscape fabric yesterday. Tomorrow is the raised bed making party. Scott will get picture of what kind of dirt we want to adverse for parents to drop it off.
   7. Grade Level Shirts- Joanie confirmed shirts will be done on August 7th. PTCO will need to bag them and have them ready for the meet-n-greet. Will need labels from Faith. We don’t have an invoice yet to make payment. Faith checked and we have 20 plus more orders for shirts. Test out with new company on this next order of shirts. Place order after the meet-n-greet because we’ll likely have more. Let’s hang shirts on the cork board to advertise shirts. Tabitha will call new company for information and see if they’ll do a test order with outstanding orders.
5. Treasurer’s Report- Executive board met to review budget as mentioned above. Mikayla provided budget for Board’s review. We revived $2500 check from King Soopers. Just filed periodic report with the Secretary of State. Need to budget for Moose Munchie cart this year.
6. Principal’s Report- Scott showed pictures of shade structure examples for the last outdoor learning environment. This Wednesday the posts will be place for the cafeteria and mobile shade sails. Ashley Devine is the new hire music teacher. We have a TA posting for recess, 4 hours/day and a post for crossing guards. Crossing guards work 15-20 minutes and get paid for the hour. Class lists posted by 4pm this Friday. Faith will requested a digital copy of the class list for t-shirts. Might need to ask for board member assistance to sort, bag, and label shirts. Will work with Marcie on class list. Theme this year is “Survivor.” Bootcamps will be set up starting next week. Field trip set up on Monday in Idaho Springs for teacher retreat.
7. Announcements
   1. Next Board Meeting is September 1, 2021 at 6pm
   2. August birthdays: Emily and Sarah
   3. Team Building
8. Adjourn- 7:28pm